

ITRC Guide

Scanning Course Materials with Microtek ScanMaker (Documents).

Overview of Scanning

Scanning a document is like taking a picture with a camera. The scanner exposes the document to a light source, which is reflected back to the scanner, digitally reconstructed and displayed on the computer screen. The document can be altered with scanning software before it is stored. For instance, the size of the document can be reduced or enlarged and the contrast or brightness can be changed. The ScanMaker Software and Adobe Acrobat provide the perfect solution for document scanning. The ScanWizard Pro software provides the transformation from paper to a color digital document. Acrobat allows the designer to manipulate the finished document with various filters and tools.

Getting Started

1. Turn on the scanner before turning on the computer. (The power switch for the Microtek scanner is located on the backside.)
2. All programs needed for scanning and imaging can be selected from the Programs list in the Start menu.

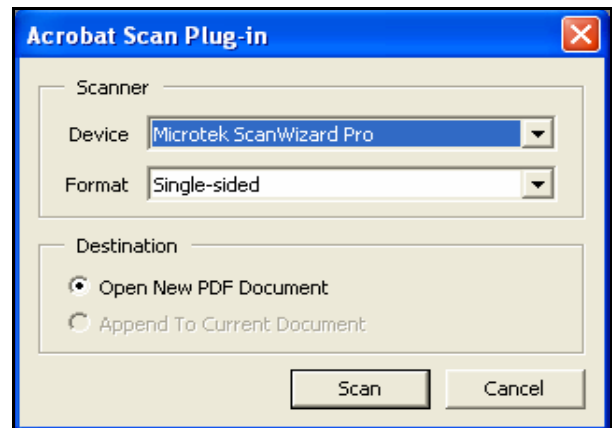
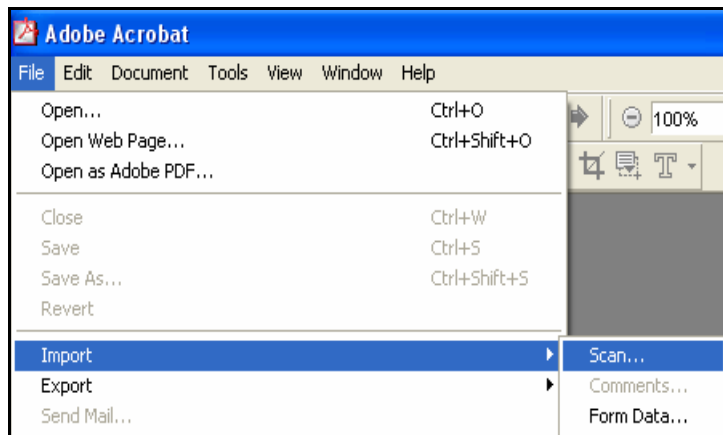
Document Capturing

Start scanning documents by opening Adobe Acrobat. Follow the steps below to begin scanning your document.

Note: Each of the following steps will be explained in more detail later in this document.

1. Place a document face down on the glass of the scanner.
2. From the File menu, select the Import option and click on scan.
3. Once the scanning software is open, click on **Overview**. The scanner will create an initial preview of the document.
4. Adjust the selection area to include only the part of the document you need scanned.
5. Now click on **Prescan**. The scanner will create a second preview of the document, but will only include the area to be scanned.
6. Once the preview is created, the document can be adjusted for size and orientation

Note: If you are working with multiple and/or double sided documents you may want to use scanners with document feeders like HP Scanners to make the process more manageable.



Adjusting Document Resolution

Resolution refers to the number of pixels per inch (ppi) a document contains. As a general rule, documents to be included on a web page should be scanned at 72 ppi and documents to be printed should be scanned at 200-300 ppi. Keep in mind that higher resolution creates larger file sizes.

Adjusting Document Size

The dimensions of a document can be adjusted using the Settings menu (see figure at right). The *Scan Frame* setting displays the original size of the scanned document. *Scaling* adjusts the final size of a document by a percentage, and the *Output* dimensions are the final size of the document once it is scanned. When making adjustments to the document size, it is important to select **Keep Proportion** before making the adjustments. Further changes to the dimension of a document can be made using Acrobat.

The disk space needed for your document file is displayed below the dimension settings in kilobytes.

Adjusting Document Orientation

In some cases, the software will create a preview of the document that must be rotated to correct the orientation. This is done using the *Flip* tool. The Flip tool is located below the dimension settings and is denoted by a capital “F.” Clicking on the button will display eight orientation settings (see figure below). The first row simply rotates the document, whereas the second row rotates and flips a document. It is important to choose the letter orientation that matches the preview document orientation, rather than choosing the letter orientation that matches the desired orientation of the final document. For example, a preview of a scanned document that appears rotated 180 degrees can be corrected by choosing the third option in this menu.



Note: Orientation adjustments will not be displayed in the scanning software. The adjustments will only affect the final scan.

Document Correction Tools

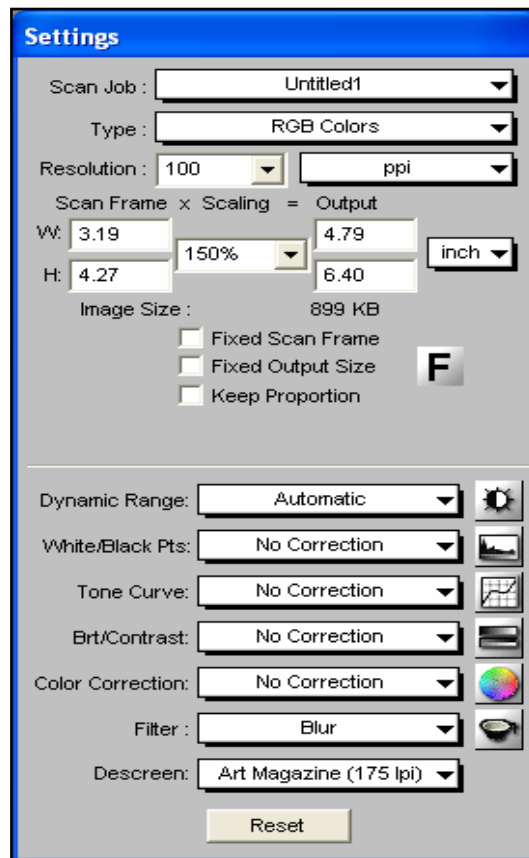
The remaining tools on the Settings panel are used to adjust color, brightness/contrast, and several other functions. It is important to adjust the brightness /contrast and the filter of the document because the hardcopy will not always look exactly like the Pre-scan.

Finishing Up

Once the document is adjusted for size and orientation, the final step is to scan the document. Clicking on Scan does this. The scanner will perform one last scan of the document and place the document inside Acrobat. Further adjustments to document color and size can be made using Acrobat.

Saving Scanned Documents as Word-Processing Documents

Sometimes there arises the need to scan documents and save them in electronic, word-processing or spreadsheet form so they can be editable. This is especially useful when the only available copy of a document is a hardcopy and changes need to be made to it. To do this you need to use an Optical Character Recognition (OCR) application such as Scansoft OmniPage Pro12.0.



Using OmniPage Pro 12.

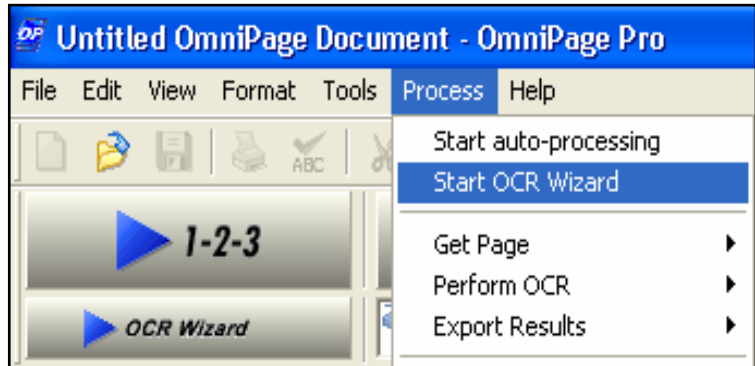
Before using OmniPage, realize that the OCR process is optimally designed to read text. This means that it will only partially read images and diagrams, if not at all. The scanner will scan the whole document but the OCR process will be applied specifically to the text part of the document. Image scanning needs to be done separately.

Scanning

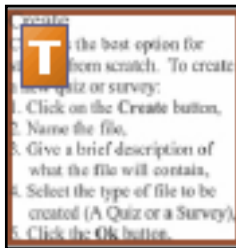
1. To begin scanning, place the document to be scanned facedown in the scanner and open Scansoft OmniPage Pro 12.0.
2. Select **OCR Wizard** on the upper left corner, or go to **Process** and select **Start OCR Wizard**.

3. Follow the Steps 1 – 5 of the OCR Wizard.

*Note: On Step 4 of 5, select **not** to proofread your document after scanning. The document is best proofread in the application in which it is saved after scanning.*



4. Save the document in the required format.



When scanning is complete, you will see two boxes on the page, the Image Panel and the Text Editor. The first column of the Image editor shows the page(s) that have been scanned. The second column shows how OmniPage ‘read’ the document. The places marked with ‘T’ in the second column mark the areas where OCR was applied. In the Text Editor box, you can edit the document’s fonts, format, layout and other features. However, it is suggested that you do the final editing of the document in the application in which it is saved.

Editing The Document

After opening the scanned document in the desired application, you may find that it is severely distorted. This is because OCR is only 80% accurate. You will need to reformat and proofread the whole document and if necessary, reinsert pictures and diagrams from other files or folders before printing and/or using the document.

ITRC Guide

Scanning Course Materials with Microtek ScanMaker (Images)

Overview of Scanning

Scanning an image is like taking a picture with a camera. The scanner exposes the image to a light source, which is reflected back to the scanner, digitally reconstructed and displayed on the computer screen. The image can be altered with scanning software before it is stored. For instance, the size of the image can be reduced or enlarged and the contrast or brightness can be changed. The ScanMaker Software and Adobe Photoshop provide the perfect solution for image scanning. The ScanWizard Pro software provides the transformation from paper to a color digital image. Photoshop allows the designer to manipulate the finished image with various filters and tools.

Getting Started

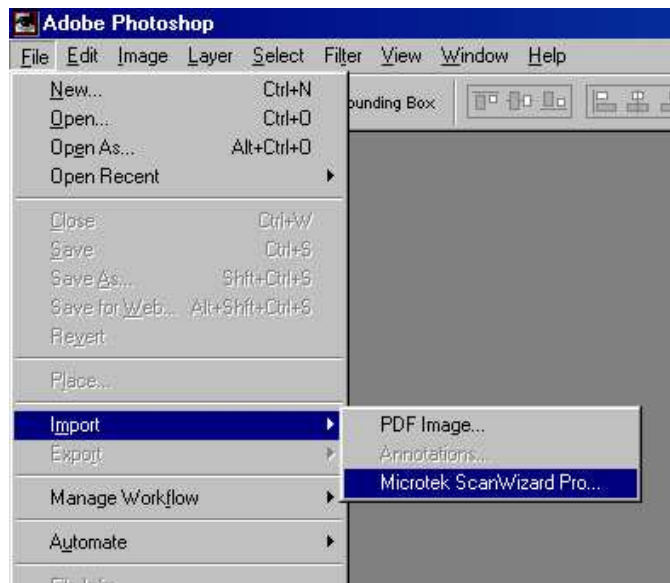
3. Turn on the scanner before turning on the computer. (The power switch for the Microtek scanner is located on the back side.)
4. All programs needed for scanning and imaging can be selected from the Programs list in the Start menu.

Image Capturing

Start scanning images by opening Adobe Photoshop. Follow the steps below to begin scanning your image.

Note: Each of the following steps will be explained in more detail later in this document.

1. Place an image face down on the glass of the scanner.
2. From the File menu, select the Import option and click on the Microtek ScanWizard Pro.
3. Once the scanning software is open, click on **Overview**. The scanner will create an initial preview of the image.
4. Adjust the selection area to include only the part of the image you need scanned.
5. Now click on **Prescan**. The scanner will create a second preview of the image, but will only include the area to be scanned.
6. Once the preview is created, the image can be adjusted for size and orientation. Instructions for making these adjustments are included in the next sections.



Adjusting Image Resolution

Resolution refers to the number of pixels per inch (ppi) an image contains. As a general rule, images to be included on a web page should be scanned at 72 ppi and images to be printed should be scanned at 200-300 ppi. Keep in mind that higher resolution creates larger file sizes.

Adjusting Image Size

The dimensions of an image can be adjusted using the Settings menu (see figure at right). The *Scan Frame* setting displays the original size of the scanned image. *Scaling* adjusts the final size of an image by a percentage, and the *Output* dimensions are the final size of the image once it is scanned. When making adjustments to the image size, it is important to select **Keep Proportion** before making the adjustments. Further changes to the dimension of an image can be made using Photoshop.

The disk space needed for your image file is displayed below the dimension settings in kilobytes.

Adjusting Image Orientation

In most cases, the software will create a preview of the image that must be rotated to correct the orientation. This is done using the *Flip* tool.

The Flip tool is located below the dimension settings and is denoted by a capital "F."

Clicking on the button will display eight orientation settings (see figure below). The first row simply rotates the image, whereas the second row rotates and flips an image. It is important to choose the letter orientation that matches the preview image orientation, rather than choosing the letter orientation that matches the desired orientation of the final image. For example, a preview of a scanned image that appears rotated 180 degrees can be corrected by choosing the third option in this menu.



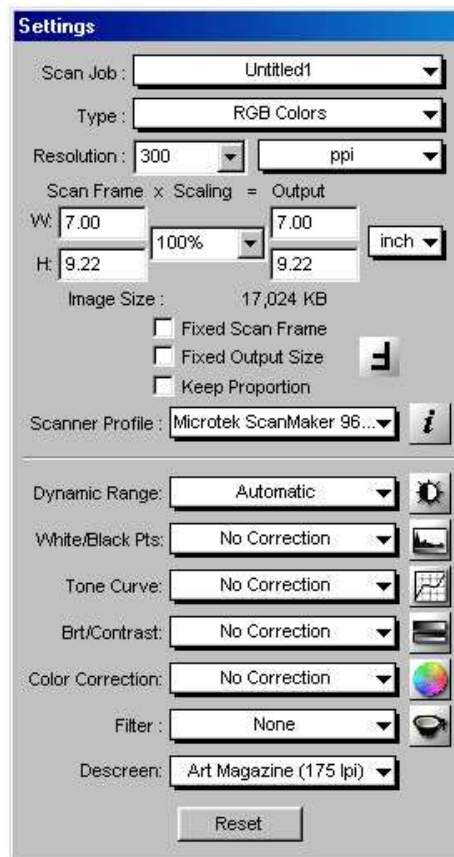
Note: Orientation adjustments will not be displayed in the scanning software. The adjustments will only affect the final scan.

Image Correction Tools

The remaining tools on the Settings panel are used to adjust color, brightness/contrast, and several other functions. However, these adjustments are limited within the scanning software and should be made using Photoshop.

Finishing Up

Once the image is adjusted for size and orientation, the final step is to scan the image. This is done by clicking on **Scan**. The scanner will perform one last scan of the image and place the image inside Photoshop. Further adjustments to image color and size can be made using Photoshop.



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